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**From:** Rosas, Giovanni (DPH)  
**Sent:** Thursday, March 03, 2011 9:50 AM  
**To:** Hanchett, James (DPH)  
**Subject:** RE: Travel document checklist

Hi Jim do you have a copy of that DEA seminar with the dates and time that you could email me ?

Thanks

Gio

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**From:** Hanchett, James (DPH)  
**Sent:** Thursday, March 03, 2011 9:54 AM  
**To:** Rosas, Giovanni (DPH)  
**Subject:** RE: Travel document checklist

We will complete and fax them to you.

Jim

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**From:** Rosas, Giovanni (DPH)  
**Sent:** Thursday, March 03, 2011 9:37 AM  
**To:** Hanchett, James (DPH)  
**Subject:** FW: Travel document checklist

Jim

Here they are. Do Control and click on each form to open it. The ones that are needed are the Travel Request Form and Travel Justification Memo.

Thanks

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**Subject:** Travel document checklist

- [Travel Cover Sheet Check Off](#) (MS Word)
- [Travel Cover Sheet Check Off Rejection](#) (MS Word)
- [Travel Request Form Cover Sheet](#) (MS Excel)
- [Travel Justification Memo](#) (Rich-Text)
- [Out of State Travel Request \(Form TAF\)](#) (MS Word)
- [Out of State Travel Request Form \(TAF excel format\)](#) (MS Excel)
- [Contractor Travel Request Form](#) (Rich-Text)
- [Employee Reimbursement](#)
- [State Ethics Commission Free or Discounted Travel and Admissions](#)